



St Wilfrid's CE Primary School

Headteacher Application Pack



Included in your pack

- Welcome from our Chair of Governors
- More about St Wilfrid's
- Church of England
- Our priorities
- Child protection safeguarding statement
- Headteacher job description
- Person specification
- Main tasks
- Christian character of the school
- Application process
- How to contact us





Welcome from our Chair

I am delighted that you are interested in becoming the headteacher of St Wilfrid's CE School and hope that you are the dynamic and inspirational leader that we are looking for.

If successful, you will be joining a popular church school with a caring and dedicated staff and a long and successful history of serving its community. It is also a school that is currently in transition under the capable stewardship of two interim headteachers.

In February 2017 we were rated by Ofsted as Requiring Improvement. Whilst this was disappointing for the school and community, the senior leaders, staff and governors, and since September the interim headteachers, have been working hard to address the areas that require improvement and have embedded a robust plan that is helping the school to move forward.

This post offers an exciting challenge for an inspirational, motivated and resilient individual to lead this large primary school and promote educational excellence for all children. We are therefore looking for a headteacher who can demonstrate that they have the experience, motivation, skills and strategic vision to take ownership of, and further develop, the Improvement Plan and to work with the senior leaders, staff and governors to lead the school to Good and beyond in all areas of teaching and learning.

Most of the children come from the local area of Haywards Heath and their ability on entry is mixed. The school plays an important part in the local community and the new headteacher would be expected to uphold the distinctive Christian ethos of the school and the links with St Wilfrid's and other local churches.

I believe this to be an excellent opportunity to build on your own leadership experience in a school where the children, staff, governors and parents will welcome the right candidate and provide the encouragement and support required to take the school forward.

The enclosed information pack is a taster of St Wilfrid's. Visits to the school are positively encouraged. Please contact me through the school office if you would like to arrange a tour of the school or if you have any further questions.

Best wishes

Jill Garraway, Chair of Governors



More about St Wilfrid's

At St Wilfrid's we want everyone to 'Enjoy lifelong learning with Jesus as our guide.' We aim to create an environment which provides the best learning opportunities and outcomes for each child. We provide for the whole child through active learning, extra-curricular activities and the development of their social, moral and spiritual awareness.

Key facts

- We are a Voluntary Aided Church of England Primary School for children aged 4-11, from Reception to year 6, with 420 children.
- The school is located on Eastern Road, Haywards Heath, West Sussex, RH16 3NL.
- We are situated in the heart of the community, on a site that has a vast outdoor space for the children to enjoy.
- We have a dedicated, committed and determined team of governors.

Our values

- Promote Christian attitudes and grow in the love of Christ.
- Encourage lifelong learning.
- Nurture and celebrate each individual.
- Build positive partnerships between home, the Church, local and wider community

Our achievements include

- Healthy School.
- Dyslexia Aware School Award.
- Successful Forest School programme.
- Successful link with St Paul's school in Cameroon.
- A range of well attended school clubs.
- Science Week winners.
- Sainsbury's School Games Gold Award.



Church of England



St Wilfrid's is a Voluntary Aided Church of England Primary School. Our school is one of 60 Voluntary Aided schools in the Diocese.

We are part of the Diocese of Chichester which covers the counties of East and West Sussex as well as Brighton and Hove. The work of church schools is supported by the Diocesan Board of Education, chaired by the Bishop of Chichester.

The Diocese supports our school and offers a range of services to governors and headteachers, including:

- Support and training in RE and Collective Worship.
- Training for headteachers, senior staff and clergy.
- Assistance in developing a distinct Christian ethos in the school.
- Pre and post denominational (section 48) inspection monitoring and support.
- Advice in maintaining, developing and funding school buildings.
- Advice in formulating and administering admissions policies.

We are looking forward to reshaping our school's vision and values in line with the newly articulated Church of England vision for education: Deeply Christian, Serving the Common Good.

Our priorities

The school was inspected by Ofsted in February 2017 and judged to require improvement in all areas.

Our key priorities are:

1. Improve the effectiveness of leadership and management, including governance.
2. Improve teaching so that more pupils reach expected levels for their age and those capable of working at greater depth do so.
3. Improve the provision for children in the early years.

A full copy of the Ofsted report can be found at:

<https://reports.ofsted.gov.uk/inspection-reports/find-inspection-report/provider/ELS/126056>





Headteacher job description

We seek to appoint an energetic and dynamic leader who has a proven track record at Senior Management level of raising achievement, who champions inclusion and recognises and values the contribution that everyone in the school community can make.

The successful candidate will further develop and drive improvement across the school working with staff, governors and parents to continue in our immediate efforts to reach an overall Ofsted rating of Good and to plan beyond this.

They will have first hand experience in developing a curriculum that encourages participation and enjoyment to ensure that every child achieves their potential and is well placed for their journey of life long learning.

Main purpose of the job is to:

- ✓ Set a clear vision of the future for the school.
- ✓ Be a respected and dynamic leader.
- ✓ Efficiently organise, manage and ensure progress of the school on a daily basis.
- ✓ Promote and safeguard the welfare of children at all times.
- ✓ Maintain the Anglican ethos of the school in partnership with the local parish clergy, and to work with other denominational churches.
- ✓ Perform duties as set out in the School Teachers' Pay and conditions document.
- ✓ Provide the Governing body with timely up-dates and information of all developments in the school.
- ✓ Maintain good communications and relationships within the School community, including all stakeholders.

Child Protection – Safeguarding Statement

The appointment is subject to a full enhanced DBS check, medical clearance, satisfactory references, proof of qualifications, photographic proof of identity and entitlement to live and working in the EU. Employees will not have unsupervised access to the children until this is received.



Person specification

The Governing Body at St. Wilfrid's is seeking to appoint a professional leader for the school, who has a proven ability to deliver improvements and ensure high quality education which inspires and motivates its pupils and improves standards of learning and achievement. The following characteristics are therefore considered essential:

- Proven successful educational leadership at a senior level, being able to evidence the ability to lead, plan, change and innovate.
- Ability to lead, manage, motivate and inspire all staff and pupils.
- Excellent communicator with pupils, parents and staff with the ability to build strong professional relationships with current and prospective parents and staff.
- Talent to foster a positive atmosphere of mutual co-operation and well-being to support pupils, staff and parents.
- The ability to communicate and to set and achieve ambitious and challenging goals and targets. Experience of successful delivery against strategic plans.
- The ability to prioritise tasks, make informed decisions and implement them in a timely manner.
- Proven adaptability in leading firm individualised behaviour management, implementing strategies for raising achievement and excellence for pupils, staff and self.
- Knowledge of current curriculum issues and recent educational developments. With the ability to discuss local, national and global trends.
- Have an excellent knowledge of: legal issues relating to the management of a school, strategic financial planning, budgetary management and applying principles of best value.
- Proven safeguarding knowledge.
- Christian commitment – someone who will be happy to work with and foster the long established and clear Anglican ethos and practice of the school and community.

It is also desirable for the successful candidate to be able to demonstrate that they can perform the main duties of the role as listed over the following pages and in the National standards of excellence for headteachers (January 2015).

<https://www.gov.uk/government/publications/national-standards-of-excellence-for-headteachers>



Main tasks

Qualities and knowledge

- Model exemplary professional behaviour towards children/ students, staff, governors and others in the school community when successfully managing change to improve the school.
- Engage parents effectively in the education and development of their children.
- Take direct responsibility for the school's continuous improvement.
- Keep up-to-date with any proposed or actual changes in legislation, guidance and research that is relevant to the school. Keep staff and governors informed of trends in education theory, research and opinion and how these impact on the school's vision and improvement priorities.
- Work with the school community and external partners to maximise any advantage these offer or to mitigate any negative effects.
- Demonstrate an up-to-date understanding of how school leaders make use of public money, the processes that underpin this and how accountability is assured.
- Articulate and promote the school's distinctive aims and ethos; and address aspects that are shown to be weak as a result of self-evaluation or external moderation.



Main tasks

Pupils and staff

- Track and report on the attainment of all pupils within the school, including disadvantaged individuals and group; benchmark the school's performance against other schools, both locally and nationally. Communicate, with transparency, how well the school is performing against these.
- Ensure the delivery of a broad and balanced curriculum, where all statutory duties are met, with ambitious standards of achievement.
- Ensure that appropriate pastoral care, guidance and support is available to all pupils, including the most vulnerable and those with special needs or disabilities.
- Secure excellent teaching through identifying and sharing best practice together with appropriate staff development.
- Use formal systems such as Performance Management and informal knowledge of staff aspirations to offer opportunities for wider responsibility in ways that are transparent and equitable to all staff.
- Energise and inspire colleagues by creating an open culture where success is celebrated and weaknesses are challenged.
- Manage the change process with staff in a way that balances duty of care with effective planning to improve their knowledge and skills.
- Oversee and report on a system of performance management that is proportionate to the roles undertaken, but supportive of improving outcomes for children.
- Model consistently the required behaviour and attitudes set out in the Teachers' Standards (DfE, June 2013) and hold teachers to account for upholding these.



Main tasks

Systems and processes

- Ensure that key policies are current, accessible and understood by relevant staff and governors, taking action to address any oversights or weaknesses where these occur.
- Deploy staff effectively, having regard for personnel policies and equality of opportunity.
- Create a safe and caring environment for all pupils and staff by ensuring that the relevant policies are known and adhered to.
- Seek views and consider feedback from children, staff and families, acting on any factors that may threaten the well-being or learning of children.
- Respond positively to appropriate challenge and support from governors, providing timely, accurate and transparent information to enable them to carry out their strategic role. Provide, in turn, appropriate support and challenge to governors to enable them to fulfil their strategic role.
- Be accountable for pupils' progress and achievement. Hold all staff to account for their professional conduct and practice or establish systems for other senior leaders to do so.
- Balance the long term needs of the school with the priorities in the current improvement plan.
- Adhere to the Schools Financial Value Standard (SFVS) in deployment of budgets and resources, both human and material
- Demonstrate effective leadership in agreeing improvement priorities and effective management in executing the agreed plans.
- Develop a culture and systems that make roles and responsibilities clear and manageable, whilst holding all staff to account for the expected outcomes.
- Delegate staff responsibilities effectively.



Main tasks

The self-improving school system

- Make use of external benchmarking or partners to evaluate any innovation and to moderate the school's own methods.
- Participate in and contribute to local and national leadership improvement opportunities. Developing a culture, that is open-minded but rigorous in testing the reliability of strategies and approaches advocated by government.
- Create systems that allow the school to engage effectively with agencies and bodies such as: other schools; social care; health authorities and businesses.
- Take note of emerging research evidence that informs the leadership and management approaches needed for the school to be successful.
- Engage with and nurture the willingness of staff to develop best practice in learning and how schools operate, modelling approaches to this in own leadership and management style.
- Ensure that there is equity in staff opportunities to develop their professionalism within the resources available to the school. Identify and develop future leaders. Be creative and flexible in the support of staff engaging in action research.
- Continue to develop an understanding of: development planning; action research; project management or management of change that will mitigate any threat to the setting when large-scale change is advocated.
- Participate in forms of feedback that allow reflection on how inspirational or influential leadership has been.
- Disseminate good practice, where successful, and take action to address any shortcomings in this aspect of the Headteacher role.

Christian character

We seek to appoint someone who can build on the Christian character of our school by:

1. Ensuring that the Christian vision of this Church of England school is clearly articulated, shared, understood and acted upon effectively by all.
2. Demonstrating Christian vision and values in everyday work and practice.
3. Ensuring the school operates within agreed Local Authority and Diocesan guidelines and that effective liaison exists between the school, the Local Authority and the Diocese of Chichester.
4. Promoting the school and developing effective relationships with the wider community, including the parish churches and other local churches.





Application process

In your letter of application, please address the person specification and provide **evidence of impact** from your current/past experience by making reference, where appropriate, to what you have learned about the school under these headings: qualities and knowledge; pupils and staff; systems and process; self-improving school system; Christian distinctiveness.

Please send your completed application and supporting statement (limited to two sides of A4) to Schools Recruitment Team, West Sussex Capita Partnership, Job Reference No: 16334, Ground Floor, The Grange, Chichester, West Sussex PO19 1RG or email: HRSchoolAdverts@westsussex.gov.uk no later than 12 noon 27th November 2017.

Applicants will be informed on the 1st December 2017. Please assist us by notifying your referees that we will be asking for references at this time; their speedy response would be greatly appreciated. All applications will, of course, be treated with the strictest confidence.

Interviews will take place on Thursday 7th and Friday 8th December 2017.

After selection and once ratified by the Governing Body, the successful candidate will be informed as quickly as possible, initially by telephone and then by letter confirming their appointment.

Feedback will be available after that time if requested.

References and Terms

Along with your application, you should submit:

- Details of three referees - all will be contacted prior to interview. One of the referees should be your Chair of Governors/Headteacher, and one should be the Local Authority. We will also need a faith reference, probably from your local vicar/minister.
- Your full employment history.
- Relevant qualifications (original certificates to be provided at interview stage).
- Two forms of identity (passport/drivers licence to be brought along to the interview).



How to contact us

St Wilfrid's CE Primary School
Eastern Road
Haywards Heath
West Sussex
RH16 3NL

Tel: 01444 413707
Fax: 01444 414743
Email: office@st-wilfrids-haywards-heath.w.sussex.sch.uk

Please call to arrange a tour of our school, or for further information.

We are all looking forward to meeting you.

For more detailed information about our school

[The Department for Education](#)

School Website

[St Wilfrid's CE Primary School](#)

Chichester Diocese

[Chichester Diocese education department](#)

Map of local area

[Map](#)

All about Haywards Heath

[Learn about Haywards Heath](#)